

CAREER OPPORTUNITY BULLETIN



Date: November 27, 2006

Bulletin # 646

This Career Opportunity Bulletin may also be viewed on our website at
www.parks.ca.gov

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296-0001

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: December 8, 2006

California Relay Service
TDD 1-800-735-2929

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

**PLEASE NOTE, THE FOLLOWING ADVERTISEMENT HAS BEEN
CANCELLED FROM CAREER OPPORTUNITY BULLETIN #645:**

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (\$4255 - \$5172) – ACQUISITION
AND DEVELOPMENT DIVISION/NORTHERN SERVICE CENTER/PROJECT MANAGEMENT/
SACRAMENTO**

The reporting location for this position is the Northern Service Center at One Capital Mall, located in Sacramento. This position will work under the direction of the Construction Supervisor III. The incumbent will be responsible for providing monthly financial cost reporting, financial funding deadline tracking, and financial documentation on various programs and projects to the Project Managers. Strong organizational skills, ability to work under short deadlines, excellent computer skills, and attention to detail are highly desirable qualities. **State housing is not available.** For further information regarding this position, please contact Lori Murchinson at (916) 445-8965.

Career Opportunity Bulletin #646

- **GROUNDSKEEPER – INLAND EMPIRE DISTRICT/PERRIS SECTOR/LAKE PERRIS STATE RECREATION AREA**
- **PARK MAINTENANCE WORKER I – SANTA CRUZ DISTRICT/PAJARO COAST SECTOR/SUNSET STATE BEACH**
- **PARK MAINTENANCE WORKER I – SANTA CRUZ DISTRICT/MOUNTAINS SECTOR/PORTOLA REDWOODS STATE PARK**
- **PARK MAINTENANCE WORKER I – ORANGE COAST DISTRICT/SOUTH SECTOR/SAN CLEMENTE STATE BEACH**
- **STAFF SERVICES MANAGER I – OFF-HIGHWAY MOTOR VEHICLE RECREATION DIVISION HEADQUARTERS/SACRAMENTO**

WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314

Only the most qualified candidates will be selected for an interview
And all appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (CAUSE): Positions for voluntary geographic transfers will be filled in accordance With Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 Of the unit 13 collective bargaining agreement.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

GROUNDSKEEPER (\$2599-\$2951) – INLAND EMPIRE DISTRICT/PERRIS SECTOR/LAKE PERRIS STATE RECREATION AREA

The reporting location for this position is the Lake Perris State Recreation Area. This position will be responsible for maintaining an assigned portion of a large, complex, grounds park management program. Responsibilities will include caring for turf areas, ground cover, shrubs, remote irrigation system, trees, rider mowers, chipper, and other grounds related tools and equipment. This position assists with and participates in the District's water conservation efforts, chemical application program, and resource protection projects. This position will lead and work with seasonal employees, inmate labor crews, and volunteers. The incumbent's work schedule will be Monday through Friday from 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information regarding this position, please contact Brent Brody at (951) 940-5627.

PARK MAINTENANCE WORKER I (\$2833-\$3382) – SANTA CRUZ DISTRICT/PAJARO COAST SECTOR/SUNSET STATE BEACH

The reporting location is the Sunset State Beach Maintenance Shop. This challenging sector includes Sunset State Beach and Manresa State Beach, the Forest of Nisene Marks State Park, and Castro Adobe Park Property. We are seeking a highly motivated, skilled, dependable, and dedicated person to become a member of our crew. Responsibilities will include facility and grounds maintenance, housekeeping, resource management, and equipment maintenance. Enthusiasm to work with various volunteer groups is desired. The incumbent's work schedule will be Sunday through Thursday from 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information regarding this position, please contact Barbi Barry at (831) 763-7125 or bbarry@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

PARK MAINTENANCE WORKER I (\$2833-\$3382) – SANTA CRUZ DISTRICT/PAJARO COAST SECTOR/SUNSET STATE BEACH

The reporting location is the Sunset State Beach Maintenance Shop. This challenging sector includes Sunset State Beach and Manresa State Beach, the Forest of Nisene Marks State Park, and Castro Adobe Park Property. We are seeking a highly motivated, skilled, dependable, and dedicated person to become a member of our crew. Responsibilities will include facility and grounds maintenance, housekeeping, resource management, and equipment maintenance. Enthusiasm to work with various volunteer groups is desired. The incumbent's work schedule will be Sunday through Thursday from 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information regarding this position, please contact Barbi Barry at (831) 763-7125 or bbarry@parks.ca.gov.

PARK MAINTENANCE WORKER I (\$2833-\$3382) – SANTA CRUZ DISTRICT/MOUNTAINS SECTOR/PORTOLA REDWOODS STATE PARK

The reporting location for this position is the Portola Redwoods State Park, with additional responsibilities for Castle Rock State Park. We are looking for a team player to work in some of the most beautiful parks in the Santa Cruz Mountains. The incumbent's responsibilities will include a variety of duties, including skilled carpentry, electrical, plumbing, chain saw operation, and operating a pumper truck. The incumbent will be a backup to the water treatment plant at Portola Redwoods State Park. The incumbent will act as a lead for the Park Maintenance Assistant, Seasonal Maintenance Aids, and inmate work crews. The incumbent's work schedule will be Sunday through Thursday from 7:00 a.m. to 3:30 p.m. **The incumbent will be required to possess a T-2 Water License, a differential will be paid. Proof of license must be attached to application. State housing is required.** For further information regarding this position, please contact Rachel Arias at (831) 338-8879 or rarias@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

PARK MAINTENANCE WORKER I (\$2833-\$3382) – ORANGE COAST DISTRICT/SOUTH SECTOR/SAN CLEMENTE STATE BEACH

The reporting location for this position is the San Clemente Maintenance Shop. The South Sector of Orange Coast District encompasses San Clement State Beach, Doheny State Beach, San Mateo Campground, and San Onofre State Beach. The incumbent will be offered a wide variety of challenging projects year-round. The incumbent will be one of the lead workers for the maintenance and housekeeping staff. Duties include, but are not limited to, training of subordinate maintenance staff; cleaning and repairs of structures and/or facilities, performing repairs using carpentry, plumbing and electrical skills; constructing erosion control; and operation of light beach cleaning equipment. The incumbent will provide information and coordination to maintain [and input into](#) the facility maintenance CAMP Program. Additionally, the incumbent may be assigned to act as a community work program lead worker. The incumbent's work schedule will be Tuesday through Saturday from 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information regarding this position, please contact Steve Scott at (949) 366-8510.

STAFF SERVICES MANAGER I (\$4912-\$5926) – OFF-HIGHWAY MOTOR VEHICLE RECREATION DIVISION HEADQUARTERS/SACRAMENTO

The reporting location for this position is the Division Headquarters, 1725 23rd Street, Sacramento. This position works under the direction of the Division Chief (CEAll) and is part of the Division Executive Management Team. This position is responsible for all park unit specific and comprehensive statewide components of the Division's Administrative Program. The working title for this position is the Division Administrative Chief (CAD). The incumbent will be responsible for all components of the Division's Administrative Program. The incumbent will be involved with the Division's operational budget funded from the Off-Highway Vehicle Trust Fund and will oversee procurement, contracts, multi-year capital outlay program, and budget change proposals. This position functions as the Chief Personnel Officer, assuring proper administration through subordinate staff of all personnel related issues including payroll, Worker's Compensation, hiring packages, employee appraisals, separations, and leave records. The incumbent will coordinate and manage the more sensitive personnel actions including adverse actions. Excellent analytical ability, verbal and written communication skills are essential, as well as the ability to interact with staff at all organizational levels. Training and Development assignments may be considered. Free Parking is available. **State housing is not available.** For further information regarding this position, please contact Phil Jenkins at (916) 324-5801.

******* EXAMINATIONS *******

The Department of Parks and Recreation has scheduled the following examinations.
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation
Personnel Office
ATTENTION: EXAM UNIT
P.O. Box 942896
Sacramento, CA 94296-0001

<u>CLASS</u>	<u>FINAL FILING DATE</u>	<u>EXAM BASE</u>
Accounting Technician	Continuous Filing	Promotional/Spot Sacramento
Communications Operator	Continuous Filing	Open
State Park Cadet (Lifeguard)	Continuous Filing	Open
State Park Ranger Cadet	Continuous Filing	Open
Water and Sewage Plant Supervisor	Continuous Filing	Open